

CYMS TRAINING GUIDE

CTG-F06 – END OF DAY PROCESSES (DAR)

Updated Apr 04

The Process

- 1 Current Attendance Inquiry
- 2 Reservation No Show Fee Posting
- 3 Cash Journal
- 4 G/L Distribution
- 5 Military DAR

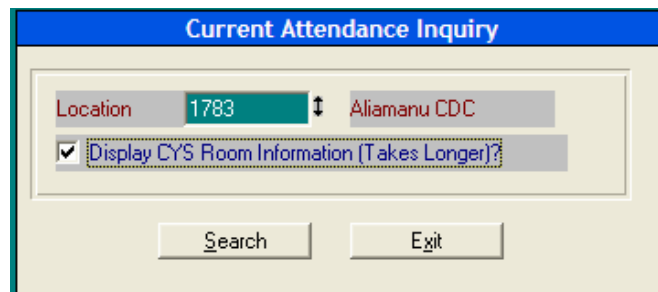
Note: Attendance Inquiry, Cash Journal, G/L Distribution, and DAR should be run at the end of each day by all programs. No Show Fee Posting should only be run at the end of the day if you use the Hourly Reservation portion of CYMS.

Current Attendance Inquiry

Path: Inquiry → CYS → Current Attendance Inquiry

Purpose: Shows children who swiped in but haven't swiped out of your building. At the end of every day it is imperative that NO children are left in your building. Failure to swipe them out at the end of every day will cause that child's next swipe to be a swipe *out* instead of a swipe *in*. This can cause inaccurate meal postings and inaccurate visit statistics.

Key Point: This report can be run multiple times in one day to allow programs or managers to “double-check” attendance.



Running the Current Attendance Inquiry

- 1 Right-click in the **Location** field. Select *your* building number.

Note: Leaving the **Location** field blank will show all children swiped in at any location.

- 2 To view the classroom the child is assigned to, select Display CYS Room Information. Selecting this will allow for more sorting/reporting options on the display screen.
- 3 Click **Search**. If anyone shows up on the list, click **Print** to print the list or write down the names or pass numbers that appear on the list. The default sort is alphabetical by last name. You can also sort this list by class by clicking the **Class** header column. If the **Class** and **Room** display 'Not Available,' the child is either hourly or not assigned to a classroom.

PM Payment Update For ==> Blake Mabe

Prev Balance	0.00	Visit Prev Bal	0.00
New Fees	0.00	New Visit Fees	15.00
Net Amt Due	0.00	Visit Fees Due	15.00
New Amt Paid	0.00	Visit Paid	0.00

Total Paid	0.00	<input type="checkbox"/> Auto Balance Module/Visits
Pay Code	1	<input type="checkbox"/> Check <input type="checkbox"/> Vst Auto-Apply <input type="checkbox"/> Auto-Apply
Pay Ref 1	<input type="text"/>	
Pay Ref 2	<input type="text"/>	
Pay User	CYS	
Pay Drawer	10	Pay Date 01/26/2004

- b If you are making a payment against the visit balance, it needs to be made in the **Visit Paid** field (on the right). More than likely you will not be taking a payment at this time since you probably did not charge the household for not swiping out.
 - c Click **Print** or **No Print** to finish.
- 4 Repeat Steps 1–3 for any child who didn't swipe out.
 - 5 *Important:* Once you think everyone has been swiped out, check the Current Attendance Inquiry again to verify.
 - 6 If everything looks good, proceed to the next section.

Reservation No Show Fee Post

Path: Daily → CYS → Resv No Show Fee Posting

Purpose: To identify and/or charge households that made an hourly reservation, but didn't show up for it.

Key Points: This process should be run at the end of every day at all facilities where the CYMS Hourly Care Reservation System is being used and where you charge a "no show" fee to customers who did not show up for their hourly reservations.

Running Reservation No Show Fee Post

CYS No Show Fee Postings

Location: 1783 Aliamanu CDC

Search Dates: 01/07/2004 to 01/07/2004

Search Times: 00:00 to 24:00

Fee: 10.00 ☒ Flat ☐ Hourly

Posting Date: 01/07/2004

Journal Only Post Exit

1 On the Resv No Show Fee Posting screen:

- Right click in the Location box and select your building number.
- Select the Date Range you wish to verify.
- Search Times: Accept the default times of 00:00 to 24:00.
- Fee: Enter the amount you wish to charge the customer for not showing up for their reservation, then select whether it is a flat fee or an hourly rate—where the parent gets charged according to the number of hours they scheduled.

For example, if you use the hourly option and you enter \$2.00 in the fee block, a household with a 3 hour reservation would get charged \$6.00.

- Posting Date: Accept the default. This is the date the entry will be made in the customer's transaction history. The system defaults to the current day.
- Journal Only option: Run the process first in Journal Only mode to show you who will get charged. Note: This process does NOT actually charge the households.
- Post option: This DOES charge the households and shows you who got charged.

Note: The Fee will become a balance in the Pass Management Row, Dep/Visit Due column.

CYMS Ref 9.5a3i Daily Processing 01/07/2004 CYS

Global Payment Update For ==> Blake Mabe

Module	Prev Balance	New Fees	Net Amt Due	New Amt Paid	Auto	Dep/Visit Due	Dep/Visit Paid	Auto
Actv Reg:	0.00	0.00	0.00	0.00		0.00	0.00	
Fac Rsvn:	0.00	0.00	0.00	0.00		0.00	0.00	
Pass Mgt:	0.00	0.00	0.00	0.00		10.00	0.00	
POS:	0.00	0.00	0.00	0.00				
Rentals:	0.00	0.00	0.00	0.00		0.00	0.00	
Lockers:	0.00	0.00	0.00	0.00		0.00	0.00	
Trips:	0.00	0.00	0.00	0.00				
Courts:	0.00	0.00	0.00	0.00				
Trainers:	0.00	0.00	0.00	0.00				
Total:	0.00	0.00	0.00	0.00		10.00	0.00	

Pay Code: 1 Tot Pd: 0.00 ☐ Auto Balance Modules/Deposits/Visits

Pay Ref 1: User: CYS Drwr: 10 Date: 01/07/2004

Print Print Options No Print Split Pmt View Current View Prev Cancel

- 2 If everything looks good, proceed to **Cash Journal** process below.

Cash Journal

Path: Reports → System → System Financial → Cash Journal (8 ½ x 11)

Purpose: The Cash Journal shows all the money taken in for a given date range. It shows receipts numbers, time of day the transactions were done, the user/drawer who took the money, the household, any payment references that were linked to the transaction and amount of the transaction. It is recommended that a manager run the Cash Journal while the clerk counts the money. Once the clerk's totals match the Cash Journal, the clerk can run the General Ledger Distribution report and Military DAR.

Key Points:

- A Cash Journal can be run multiple times (in the event that you need to make corrections) and for any date range.
- The Cash Journal is run by a User/Drawer range.
- Each program (CDC, SA, YS, etc) has its own user/drawer range.
- To continue, you must know your program's ranges.

Note: Some bases require that each user run their own Cash Journal while others allow the report to be run for a range of users who logged in. Follow the appropriate local procedures, but understand that *your User Range will match your Drawer Range*.

User ID	Name	Drawer
100	Spangler, Camille	100
101	Juan, Leilani	101
102	Isa, Jae	102
103	Generic Schofield CDC Clerk	103
104	Seto, Byron	104
105	James, Barbara	105
106	Eisen, Janis	106
107	Generic Schofield CDC Clerk	107
108	Mauga, Gloria	108
109	Vignery, Traci	109
110	Rivera, Milly	110
125	Jardine, Kristi	125
126	Malabanar, Celia	126
127	Generic Petersen CDC Clerk	127
128	Generic Petersen CDC Clerk	128
129	Miller, Marlo	129

Running the Cash Journal

- 1 On the Cash Journal screen:
 - In the **Beg User** field, enter the first user in your user range.
 - In the **End User** field, enter the last user in your user range.

Note: A typical **Beg/End User Range** for a CDC is 100–199.

- Toggle on the **Range and Browser** option to run for the Beg/End User Range.
- Make the **Drawer Range** match your user range. Example: 100 thru 199.
- Select the **Date Range** you want to report on.
- Accept the default **Time Range** (00:00 thru 23:59).
- Accept the default Rcpt Range (0 thru 999999999).
- Sort either by Date, Drawer, or Receipt Number.
- Print Detail: We recommend running in detail unless running for a large date range. Toggle on to print Detail, un-toggle for a summary cash report.

The **Detail** option will print the following information on your report: Date, Time, Receipt Number, Drawer Number, Module, Debit/Credit, Payment Type, User ID, Household/Organization Name, Payment Reference and the Transaction Amount for each transaction that took place within the selected ranges.

- Toggle the **Print Bal Worksheet?** option to print a worksheet that can be used to help the clerk tally bills and coins. Un-toggle if you don't want to print this worksheet.
- Toggle the **Print Credit Card Info?** option if you want to print credit card information on the report. You will be prompted to enter a credit card password in order to access this feature.
- Toggle the **Print Mod Totals** option to print the total amount received by pay type for each module.
- Select the **Print Pay Codes as Desc** option to print pay type descriptions instead of codes. For example, *Cash* instead of *Pay Code 2*.
- Accept the default setting for the **Beg/End Times Are Fixed** option. This option only applies when you have selected a date range including more than one day. Select this option to make the time range apply to each day. If you DE-select this option the begin time applies to the begin date and the end date applies to the end date.

For example, if you select the date range 4/20/2000–4/21/2000 and a time range of 10:00 AM–05:00P a transaction that took place at 08:00 AM on 4/20/200 would NOT display if this option was toggled on.

- 2 Click **Details**.

CYMS Rel 9.5a3i Daily Processing 01/07/2004 CYS

Func Global Activity Facility Pass League PQS Rent Court Lock Trip Acctnt System Golf CYS PT

Cash Journal - Details

☒ Include Actv Registrations?
☒ Include Facility Reservations?
☒ Include League Scheduling?
☒ Include Pass Management?
☒ Include Trip Bookings?

☒ Include Court Reservations?
☒ Include Point-of-Sale?
☒ Include Rental Reservations?
☒ Include Locker Transactions?
☒ Include Global Transactions?

☒ Include Misc Transactions?
☒ Include Trainer Reservations?

Skip Credits Include

01-Check
 02-Cash
 03-Visa/MC
 04-Am Express
 05-Discover
 07-Journal Pmt
 10-Gift Certif
 18-AluLike
 19-ACS-VOL
 20-ACS-PLDC
 21-ACS-AFTB
 22-Hui
 23-Chapel

Add >> << Del

Skip Debits Include

01-Check
 02-Cash
 03-Visa/MC
 04-Am Express
 05-Discover
 07-Journal Pmt
 10-Gift Certif
 18-AluLike
 19-ACS-VOL
 20-ACS-PLDC
 21-ACS-AFTB
 22-Hui
 23-Chapel

Add >> << Del

Print << Back Exit

- **Details>>:** This option allows you to see/change which modules and pay codes on which you are running the report. It is recommended that you run the report for All Modules with All Pay Codes on the Include side of the Debit and Credit section.
- Click **Print** when all the parameters are set, then print or preview the report.

Adobe Reader - [Cash Journal.pdf]

File Edit View Document Tools Window Help

Open Save a Copy Print Email Search Select Text Use electronic forms instead of paper

Payment Type Totals	Check	Check	180.00	1.00	0.00	0.00	180.00
Payment Type Totals	Cash	Cash	403.00	3.00	0.00	0.00	403.00
Payment Type Totals	Misc	ACS-AFTB	10.00	1.00	0.00	0.00	10.00
Payment Type Totals	Misc	Vac Credit	98.00	1.00	0.00	0.00	98.00
GRAND TOTALS (ALL TYPES):			689.00	6.00	0.00	0.00	689.00

SELECTION CRITERIA:

Date Range: 01/07/2004 Through 01/07/2004
 Time Range: 0000 Through 2359 Fixed Times? yes
 Drawer Range: 0 Through 9999
 Receipt Range: 0 Through 999999999
 Sort By: Date
 Credit Type: 01,02,03,04,05,07,10,18,19,20,21,22,23,24,25,26,27,28,29,30,31,40,97,98,99
 Debit Types: 01,02,03,04,05,07,10,18,19,20,21,22,23,24,25,26,27,28,29,30,31,40,97,98,99
 Print Transaction Detail: yes
 Print Credit Card Info: no
 C-Card Paved OK: no
 Print Module Subtotals: yes
 Print Balancing Worksheet: yes
 Modules: (AR) yes (FR) yes (LS) yes (PM) yes (TP) yes (CR) yes (PS) yes (RN) yes (LK) yes (MISC) yes (GLOBAL) yes
 User Range: CYS Through CYS
 Individual Selections:

8.5 x 11 in 2 of 4

- Just above the Selection Criteria section at the bottom of the Cash Journal is a section called *Payment Type Totals*. For each Pay Code, you are trying to balance to the **Net Amount** column, NOT the Total Credit or Debit column.

Note: If the cash, check, etc. in your drawer doesn't match the Net Amount on the Cash Journal, you need to research why *before* continuing. Do not run the General Ledger Distribution Report or DAR until these match.

- 3** If your drawer count does NOT match the Cash Journal, here are some possible causes:
- You ran the report on the wrong user/drawer range.
 - You didn't include all the pay types for all modules on the Details screen.
 - You ran for the wrong date.
 - You took in cash but put into CYMS as a check or vice-versa. See the Payment Reversal section of the Payments document.
 - You put money in your drawer, but didn't enter the payment in CYMS.

General Ledger Distribution Report

Path: Reports → System → System Financial Reports → GL Dist (Detail)

Purpose: The General Ledger Dist Report shows the distribution of all the money taken in for a given date range. It shows the general ledger account code (or GLAC) where the money went, the cost center, receipt number, pay code, the user who took the money, any payment references that were linked to the transaction, and amount of the transaction.

Clerks will use the General Ledger Dist Report to balance against their Cash Journal. If the GL and Cash Journal match, you can then run the Military DAR.

For example, if the Cash Journal says you took in \$2,468, the GL Distribution Report should show that you distributed \$2,468.

Important Note: For the Cash Journal and the GL Distribution Report to balance, you must run both reports for the same *user/drawer range*, same *date range*, same *modules*, same *Pay codes*, etc. Using unmatched settings is the primary cause for these two reports not to balance.

Key Points:

- A GL Report can be run multiple times (in the event you need to make corrections) and for any date range.
- The GL Report is run by a User/Drawer range.
- Each program (CDC, SA, YS, etc) has its own user/drawer range.
- To continue, you must know what your program's ranges are.

Note: Some bases require that each user run their own general ledger while others allow the report to be run for a range of users who logged in. Follow the appropriate local procedures, but your user range must match your drawer range.

Running the GL Distribution Report

- On the GL Report screen, follow the guidelines below (make sure you use the exact same settings you used on your Cash Journal):
 - G/L Range:** Should default to 0 thru 999999. Do not change unless directed by VSI.
 - C/C Range:** Should default to blank thru zzzzzz. Do not change unless directed by VSI.
 - Range and Browser:** Toggle this for both the GL and CC (Cost Center) range.
 - User Rng:** Enter the first user in your user range thru the last user in your user range.

Note: A typical Beg/End User Range for a CDC is 100–199.

- Drwr Range:** Make the Drawer Range match your user range. Example: 100 thru 199.
- Date Range:** Select the Date or Dates you wish to report on.
- Time Range:** Accept the default. The Time should default to 00:00 thru 23:59.
- Rcpt Range:** Accept the default. The Receipt Range should default to 0 thru 999999999
- Sort By:** Accept the default. This is how the report gets sorted.

- Click **Details**.

- **Details:** This option allows you to see/change the modules and pay codes on which you are running the report. It is recommended that you run the report for All Modules with All Pay Codes on the Include side of the Debit and Credit section.

Note: For the Cash Journal and GL to balance, you must run the reports for the same modules, pay codes, etc.

- When all the parameters are set, click **Print**, then print or preview.

Total Type	Pay Type	Description	Total Credit Amt	Total Credit Cnt	Total Debit Amt	Total Debit Cnt	Net Amount
Payment Type Totals	Check	Check	180.00	1.00	0.00	0.00	180.00
Payment Type Totals	Cash	Cash	403.00	4.00	0.00	0.00	403.00
Payment Type Totals	Misc	ACS-AFTB	10.00	1.00	0.00	0.00	10.00
Payment Type Totals	Misc	Vac Credit	99.00	1.00	0.00	0.00	99.00
GRAND TOTALS (ALL TYPES)			689.00	7.00	0.00	0.00	689.00

SELECTION CRITERIA:
 Date Range: 01/07/2004 Through 01/07/2004
 Time Range: 0000 Through 2359 Fixed Times? yes
 Drawer Range: 0 Through 9999
 Receipt Range: 0 Through 999999999
 User Range: Through ZZZ
 Sort By: Date/GL Code/Cst Ctr/Receipt
 Credit Type: 01,02,03,04,05,07,10,18,19,20,21,22,23,24,25,26,27,28,29,30,31,40,97,98,99
 Debit Types: 01,02,03,04,05,07,10,18,19,20,21,22,23,24,25,26,27,28,29,30,31,40,97,98,99
 Print Transaction Detail: yes
 Print Credit Card Info: no
 C-Card Pwd Ok: no
 Modules: (AR) yes (FR) yes (LS) yes (PM) yes (TP) yes (CR) yes (PS) yes (RN) yes (LK) yes (PT) yes (MS) yes
 GL Code Range: 0 Through 999999
 Cst Ctr Range: Through ZZZZZZ

- Just above the Selection Criteria at the bottom of the General Ledger report is a section called *Payment Type Totals*. For each Pay Code, you are trying to balance to the **Net Amount** Column NOT the Total Credit or Debit Column.

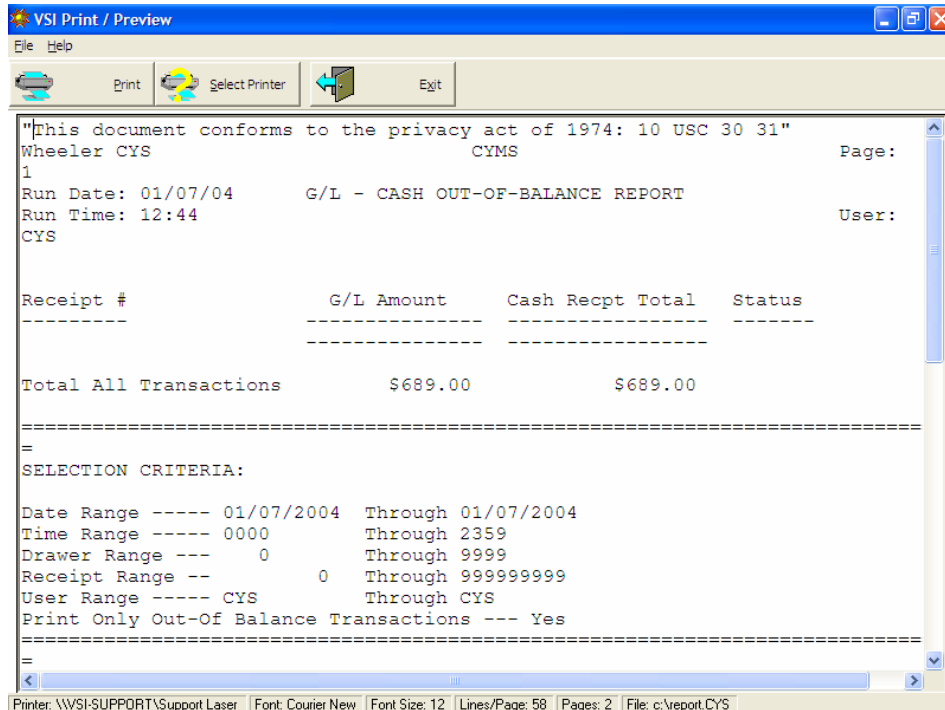
Note: The Net Amount columns (on the far right) for each pay code must match identically on the Cash and GL Report. If they do NOT match you need to research why *before* continuing.

- 3 If your Cash and GL Net Amounts don't match, here are some possible causes:
 - You restricted the GL Range or Cost Center range.
 - Your User/Drawer range is different than what was done on the Cash Journal.
 - You included different Pay Types and/or Modules when you ran the Cash Journal.
 - You ran for a different date, time or receipt range than was done on the Cash Journal.
 -
- 4 If all these things look good and the Cash and GL still don't match, run a Cash/GL Comparison Report.
 - Go to Reports → System → System Financial Reports → Cash/GL Comparison Report.

User Rng	100	Thru	199	Date Rng	01/07/2004	Thru	01/07/2004
Drwr Rng	100	Thru	199	Time Rng	00:00	Thru	23:59
Rcpt Rng	0	Thru	999999999	<input checked="" type="checkbox"/> Print Out-Of Balance Receipts Only?			

- Run for the proper users, drawers, and date, and toggle to **Print Out-Of-Balance Receipts Only**. Print and preview the report.
- If ANY problems show up in the Status column, call VSI.
- If NO problems show up in the Status column and the Total GL and Total Cash match, try running your GL Report/and or Cash Journal again. They should match.
-

The following is a screen shot of Cash and GL that are in balance:



- You should run the Military DAR only when the Cash and GL match.

Military DAR

Path: Reports → System → System Financial Reports → Military DAR

Purpose: The Military DAR Report shows the distribution of all the money taken in for a given date range. This report sorts by cost center; the GL Distribution Report sorts by GL.

Key Points:

- A Military DAR can be run multiple times (in the event that you need to make corrections) and for any date range.
- The Military DAR is run by a User/Drawer range.
- Each program (CDC, SA, YS, etc) has its own user/drawer range.
- To continue, you must know what your program's ranges are.

Note: Some bases require that users each run their own DAR; other bases allow the report to be run for a range of users who logged in. Follow the appropriate local procedures, but understand that your User Range will match your Drawer Range.

Note: When the Military DAR is sent to finance, it should NOT contain any hand written notes. *If you make pen and ink changes you will have financial problems.*

Running the DAR

- 1 On the Military DAR Report screen, follow the guidelines below.

G/L Code Entries: 0

G/L Code	Description	Acc
1	IF ON REPORT PLEASE FIX	PLE
102	Foreign Currency Cash	102
110	Credit Card VISA/MC	110
111	U.S. Cash	111
124	Returned Checks Receivable	124
139	American Express	139

Cost Center Entries: 0

Cost Cntr	Description	Acc
#####	Cost Ctr = (Fund - Location - Dept)	Fund
1D672	CDC - AMR Part Day	1-JG-
1D673	CDC - AMR Full Day	1-JG-
1D674	CDC - AMR Hourly	1-JG-
1D67D	CDC - AMR Food (CDS/SAS)	1-JG-
1D6G1	CDC - AMR Admin	1-JG-

G/L Range 0 Thru 999999 ☐ Range and Browser ☐ Browser Only

C/C Range Thru zzzzzz ☐ Range and Browser ☐ Browser Only

User Rng 100 Thru 199

Drwr Rng 100 Thru 199

Date Rng 01/07/2004 Thru 01/07/2004

Time Rng 00:00 Thru 23:59

Rcpt Rng 0 Thru 999999999

☐ Auto Cycle Drawers? ☒ Create Offsets By C/C?

☒ Print Selection Criteria? ☒ Used Fixed Times?

- In the **G/L Range** fields, leave the defaults (0 thru 999999). Do not change unless directed by VSI.
- In the **C/C Range** field, leave the defaults (blank thru zzzzzz). Do not change unless directed by VSI.
- Toggle the **Range and Browser** option for both the GL and Cost Center range.
- **User Rng**: Enter the first user in your user range thru the ending user in your user range. (Example: A typical Beg/End User Range for a CDC is 100-199)
- Make the **Drawer Range** match your user range (e.g., 100 thru 199).
- Select the **Date Range** you wish to report on.
- Accept the default **Time Range** (00:00 thru 23:59).
- Accept the default **Rcpt Range** (0 thru 999999999).
- Leave the **Auto Cycle Drawers** option **un-toggled**.
- Toggle on the **Print Selection Criteria** option. The selection criteria prints on the last page of the report and shows how you ran the DAR. This is especially useful if your DAR doesn't match your Cash and GL.
- Toggle on **Create Offsets By C/C**.
- The **Used Fixed Times** option applies only when you have selected a date range that includes more than one day. Select this option to make the time range apply to each day. For example, if you select the date range 4/20/02 – 4/21/02 and a time range of 10:00 – 17:00, a transaction that took place at 08:00 on 4/20/02 would NOT display if this option was toggled on. If you DE-select this option, the begin time applies to the begin date and the end date applies to the end date.

- 2 Click **Details>>** button.

Military DAR Report - Details

☒ Include Activity Registrations?
 ☒ Include Court Reservations?
 ☒ Include Trainer Reservations?

☒ Include Facility Reservations?
 ☒ Include Point-of-Sale?

☒ Include League Scheduling?
 ☒ Include Rental Transactions?

☒ Include Pass Management?
 ☒ Include Locker Transactions?

☒ Include Trip Bookings?
 ☒ Include Misc Transactions?

Credits: 01-Check, 02-Cash, 03-Visa/MC, 04-Am Express, 06-Discover, 07-Journal Pmt, 10-Gift Certif, 18-AluLike, 19-ACS-VOL, 20-ACS-PLDC, 21-ACS-AFTB, 22-Hui, 23-Chapel

Debits: 01-Check, 02-Cash, 03-Visa/MC, 04-Am Express, 06-Discover, 07-Journal Pmt, 10-Gift Certif, 18-AluLike, 19-ACS-VOL, 20-ACS-PLDC, 21-ACS-AFTB, 22-Hui, 23-Chapel

Buttons: Print, << Back, Exit

- **Details:** This option allows you to see/change which modules and pay codes you are running the report for. We recommend running for All Modules with All Pay Codes on the Debit and Credit Include Side.

Note: For the DAR to balance to the Cash Journal and GL, you must run the reports for the same modules, pay codes, users, drawers, etc.

- 3 When you click **Print** and select your printer you will be taken to a Tender Balancing screen.

Tender Balancing Update

Beg Cash Drawer To Balance: 0
 End Cash Drawer To Balance: 9999

Starting Cash Amount: 50.00
 Ending Cash Amount: 453.00

Pay Code	Short Desc	Tender Cnt	Counted Amt
1	Check	0	180.00
2	Cash	0	453.00
3	Visa/MC	0	0.00
4	Am Express	0	0.00
5	Discover	0	0.00
7	Journal Pmt	0	0.00

Buttons: Select, OK, << Back, Process, Cancel

- **Starting Cash Amount:** Enter your change fund here—the amount you start with in your drawer.
- **Ending Cash Amount:** Enter the total amount of **cash** you counted in your drawer, *including your starting cash*.

- For the rest of the pay codes that showed up on your Cash Journal, double click the pay code on the left side of the screen, **Tab** to the **Tender Amount** field, enter the amount for that pay code and click **OK**. This should update the **Counted Amount Column** on the left side of the screen for that pay code. Repeat for all pay codes that showed on the Cash Journal including Vacation Credits, Agency Payments, Employee Discounts, etc.

4 When done entering your totals, click **Process** and **Yes** to continue.

Adobe Reader - [Military DAR Report.pdf]

File Edit View Document Tools Window Help

Open Save a Copy Print Email Search Select Text Pitch the paper, not the data

91%

Bookmarks Layers Pages

"This document conforms to the privacy act of 1974: 10 USC 30 31"

Wheeler CYS CYMS Page: 1

Run Date: 01/08/04

Run Time: 08:18

MILITARY DAR REPORT

INSTALLATION: NAFIS: 4T FUND: 100

DATES: 01/07/2004-01/07/2004

User: CYS

Cost Ctr	Description	Account Number	Type	Tot Cnt	Total Amount
1D673	CDC - AMR Full Day	1-JG-D6-73	CR	1	378.00
	Service/Recreation Income	501	DR	0	0.00
	NET DEBIT/CREDIT:			1	378.00
TOTALS FOR COST CENTER				CR	1
TOTALS FOR COST CENTER				DR	0
TOTALS FOR COST CENTER				NET DEBIT/CREDIT:	1
COST CENTER OFFSETS					
	Cash Offset G/L Entry:	111	DR		378.00
1D674	CDC - AMR Hourly	1-JG-D6-74	CR	1	3.00
	Service/Recreation Income	501	DR	0	0.00
	NET DEBIT/CREDIT:			1	3.00

8.5 x 11 in 1 of 3

- The DAR is broken down into sections by cost center. Each section shows the debits and credits that hit the cost center as well as the cost center offsets. Cost center offsets show which pay codes (cash, check, credit card, etc) were used to pay into that cost center. The account number connected to the offset is extremely important information for your finance department. If the pay code is an agency code or a vacation credit, the offset account will likely be an accounts receivable account or a discount account respectively. *It is extremely important that Finance sees these offsets.*

TOTAL				CR	7	699.00
TOTAL RECTRAC CALCULATED AMOUNT FOR RANGE SELECTED:						
Check Offset G/L Entry:	111	DR				180.00
Cash Offset G/L Entry:	111	DR				403.00
ACS-AFTB Offset G/L Entry:	140	DR				10.00
Vac Credit Offset G/L Entry:	548	DR				96.00
STARTING CASH AMOUNT IN DRAWERS 0-9999						
						50.00
ENDING CASH AMOUNT COUNTED IN DRAWERS 0-9999						
						453.00
NET NEW CASH AMOUNT IN DRAWERS 0-9999						
						403.00
ACTUAL CHECK AMOUNT COUNTED FROM DRAWERS 0-9999						
						180.00
ACTUAL Check MATCHES CALCULATED AMOUNT EXACTLY						
ACTUAL CASH AMOUNT COUNTED FROM DRAWERS 0-9999						
						403.00

"This document conforms to the privacy act of 1974: 10 USC 30 31"

Wheeler CY5 CYMS Page: 3

Run Date: 01/08/04

Run Time: 08:18

MILITARY DAR REPORT

INSTALLATION: NAFIS: 4T FUND: 100

DATES: 01/07/2004-01/07/2004

User: CY5

Cost Ctr	Description	Account Number	Type	Tot Cnt	Total Amount
ACTUAL Cash MATCHES CALCULATED AMOUNT EXACTLY					

- Near the bottom of the report there is a Section that called **TOTAL* Total RecTrac Calculated Amount for the Range Selected.*
- The amount should/must match the Net Amount at the bottom of the Cash Journal and GL Report. If it doesn't, you will probably be over or short in the detail farther down the report and more than likely need to re-run the report.
- The next section shows Offset Entries for each tender type you processed for the given date range. The dollar amount next to them is a CYMS calculated total—not what you told the system you had on the Tender Balancing screen. This is the amount of cash, check, etc. that you should be depositing and the account where they should be deposited.
 - **Starting Cash Amount in Drawers:** This is the amount you entered on the Tender Balancing Screen.
 - **Ending Cash Amount Counted:** This is the amount you entered on the Tender Balancing Screen.
 - **Net New Cash:** The system subtracts the Starting Cash from the Ending Cash to get the New Cash in your drawer.
 - **Actual Check Amount Counted:** This is the amount you entered on the Tender Balancing Screen.
 - **Actual Check Amount Matches Exactly:** This is what you want to see. On that Pay Code you balance to CYMS.

Note: Your goal is to match EXACTLY for all pay codes. DARs should not be submitted with overages or shortages unless you are truly over or short.

- 5 If your DAR shows any pay code that is over or short, here are some possible causes:
- You restricted the GL range or cost center range.
 - Your user/drawer range is different than what was done on the Cash Journal and General Ledger Distribution.
 - You included different pay types and/or modules when you ran the Cash Journal and General Ledger Distribution.
 - You ran for a different date, time, or receipt range than was done on the Cash Journal and General Ledger Distribution.
 - You entered the wrong Pay Code totals on the Tender Balancing screen.

Remember, if you balanced to your Cash Journal and the Cash Journal and General Ledger match, the only way the DAR could be over or short is if your ranges or pay code totals were entered wrong.

If you still can't make sense of it, call VSI.

You will need to provide a faxed copy of the Cash Journal, GL Distribution Report, and DAR.

End of Day Questions & Answers

Q1: There are Cost Centers showing on my DAR report that aren't mine. Why is this happening?

A1: In a network environment, a customer has the ability to make payments at any building that has a connection to the CYMS database.

For example: a household has a balance of \$100. \$20 of it is a SA balance and \$80 of it is a CDC balance. The customer pays \$90 at the CDC. Regardless of *where* the customer pays, some money is going to end up in the SA cost center. In the above scenario, the maximum amount of money that could end up in the CDC cost center is \$80 because that is the amount they owe for the CDC enrollment. If the clerk paid the entire CDC balance, there still would be \$10 left to distribute. The only place left to put it is towards the SA enrollment. So, the CDC clerk's DAR would show \$80 to the CDC cost center and \$10 to the SA cost center.

A second possibility for the above example: If the clerk paid the entire SA balance first, \$20 would end up in the SA cost center and \$70 would end up in the CDC cost center.

Q2: There is a cost center called CYMS Advance Payments or the General Fund showing on my DAR. What is that and why is it there?

A2: When someone pays more than is due, a household credit is created. Accounting-wise, that money will sit as a credit in the CYMS Advance Payment (Army) or General Fund (Navy) general ledger account and cost center. The money will stay there until a charge is incurred on the household. At that time, the money will be debited out of the Advance Payment or General Fund account and credited to the proper revenue account. *This is not a mistake; it is how the system works.*

Q3: I have a hard time getting my Cash, GL Distribution Report, and DAR to match. What can I do?

A3: When these reports don't match (provided the Cash/GL Comparison has no problems on it) it is almost always due to one report being run for different parameters than the other. "Different parameters" means one or both are being run for the wrong user/drawer range, time range, date range, pay code range, etc.

If the DAR shows you over or short, again this is almost always due to range issues or data input mistakes on the Tender Balancing Update screen.

The Selection Criteria section at the bottom of the reports is a great resource to quickly check the ranges you used when you ran them; you will often find the problem right away.